

**KANSAS STATE HISTORICAL SOCIETY**  
**Center For Historical Research**  
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**PERMISSION FORM**

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requests permission for the one-time use (subsequent use requires reapplication) of the materials listed below, for:

**Personal:** private home and research \_\_\_\_\_

**Non-profit:** ☐ book, ☐ exhibit, ☐ periodical, ☐ film, ☐ poster, ☐ video tape, ☐ web, ☐ CD ROM ☐ DVD, ☐ personal,  
or ☐ other \_\_\_\_\_

**Commercial:** ☐ decorative display, ☐ book, ☐ periodical, ☐ e-book, ☐ electronic subscription, ☐ calendar, ☐ poster, ☐ postcard,  
☐ book jacket, ☐ software, ☐ video tape, ☐ motion picture, ☐ television, ☐ advertising, ☐ web, ☐ CD ROM, ☐ DVD,  
or ☐ other \_\_\_\_\_

**NON-PROFIT FEE ELIGIBILITY** We support the missions of non-profit organizations by providing reduced rates. Non-profit fees are applicable only to those organizations able to prove legal non-profit status by providing suitable documentation such as tax-exempt certificates or letters of identification.

**SEE PAGE TWO FOR USE FEE SCHEDULE**

**If publishing or production information is available, please complete the following:**

Proposed Title: \_\_\_\_\_

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Publisher/Producer's Address: \_\_\_\_\_

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For web use, describe how the image(s) will be used: \_\_\_\_\_

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At the time of publication, we request a complimentary copy of products using materials from the Society's collection.

Please itemize on a separate sheet the materials to be used. Include catalog numbers or Kansas Memory item numbers, and a brief description of each image, and/or the title, description, and number of seconds for audiovisual materials. (Photocopies of the images may be submitted in lieu of itemizing.) Use fees will be determined from this itemized listing. **Use fees will not be refunded.**

**The user agrees to the following conditions:**

1. **Credit Line:** The credit line must read "**Kansas State Historical Society**" or if downloaded from Kansas Memory, use "**KansasMemory.org, Kansas State Historical Society**". Images downloaded from Kansasmemory.org and **used on a web site** must have the following credit line **KansasMemory.org, Kansas State Historical Society, Copy and Reuse Restrictions Apply**". For images not on Kansasmemory.org and used on a web site the statement must read "**Kansas State Historical Society, Copy and Reuse Restrictions Apply**". For all web uses the credit line must be placed near the image and linked to our web use policy at [www.kshs.org/research/collections/documents/photos/webuse.htm](http://www.kshs.org/research/collections/documents/photos/webuse.htm).

2. **Direct Promotion:** The images may be used in the direct promotion of the work, but wider use or use in subsequent editions will require renegotiation.

3. **Ownership:** The Kansas State Historical Society does not claim exclusive ownership of the rights to all materials in our collections. We are simply granting permission to use images in our collections.

**Form Continues On Page Two**

4. **Use fees:** The Kansas State Historical Society charges use fees to support the preservation and maintenance of our collections. Use fees must be paid in full prior to the date of publication, broadcast, exhibition, merchandise creation, etc.

**Use fees will not be refunded.**

5. **Indemnification:** The user agrees to defend, indemnify, save, and hold harmless the Kansas State Historical Society, its employees, officers or designates, from any and all costs, expense, damage and liability arising because of any claim whatsoever which may be presented by anyone for loss or damage or other relief occasioned or caused by the release of said materials to the undersigned and their use in any manner, including their inspection, publication, reproduction, broadcast, duplication or printing by anyone for any purpose whatsoever.

6. **Image Manipulation:** The Kansas State Historical Society's primary interest is to protect the integrity of the original. The Society will not allow the inversion of the original or the removal (except for allowable cropping) or addition of content. We will allow adjustments to contrast and sharpness. Images may be cropped at the edges or a portion may be selected from within an image. An explanatory statement must be added describing any changes. The Curator of Photographs must approve any manipulation of the materials beyond that stated in the policy.

7. **Endorsement:** Use of materials from the Kansas State Historical Society does not imply that the Society endorses any product, enterprise, expressed opinions, or confirms the accuracy of any content on a web site, in publication, and broadcast.

8. **Web Site Use:** Images may be distributed via the World-Wide Web, as part of a single online display, exhibit, site or online collection. Any additional or different use of the image(s) will require renegotiation. **Image Resolution:** The Kansas State Historical Society normally will **not** allow an image higher than 150 dpi to be placed on a web site. Arrangements for higher resolution must be made with the Curator of Photographs.

9. **Noncompliance:** The Kansas State Historical Society reserves the right to refuse to grant permission and/or provide imaging and audiovisual services to anyone who has not complied with our policies.

**Please note: The user assumes all responsibility for conforming with the laws of libel and copyright which may be involved in the use of these materials.**

I have read and agree to abide by the conditions listed above.

Requested by: \_\_\_\_\_  
(Signature) (Date)

Approved by: \_\_\_\_\_  
Kansas State Historical Society Representative (Date)  
\_\_\_\_\_  
(Title)

The following fees will be assessed for the use of materials from the Kansas State Historical Society's collections. **These fees are in addition to other reproduction charges.** When the completed permission form is returned, either an invoice will be issued for use fee charges or added to an existing work order. **The charges must be paid in full prior to the date of publication, broadcast, web use, etc.**

**Use Fees Will Not Be Refunded.**

**The Kansas State Historical Society reserves the right to waive fees or other requirements on an individual basis at the discretion of either the Curator of Photographs or the Society's Director.**

### USE FEE SCHEDULE

**Personal Use** (private home and research)- free (Images cannot be used on a web site, reproduced or displayed in public.)

**Non-profit Use** - \$5.00 per item (This fee applies only to organizations and corporations with legal non-profit status.)

**Commercial Use**

**Still Images (per image)**

Publication, print & electronic (Books, Brochures, Catalogs,

Covers/Labels for CDs/Videos/DVDs/Software, etc.

Under 1,000 copies/subscription	\$15 _____
1,001-5,000 copies/subscription	\$25 _____
5,001-15,000 copies/subscription	\$35 _____
15,001-25,000 copies/subscription	\$50 _____
25,001-50,000 copies/subscription	\$75 _____
Over 50,000 copies/subscription	\$100 _____
Book Jacket	\$75 _____

Media Productions

Motion picture production	\$100 _____
Television broadcast production	\$100 _____
Advertisement (broadcast)	\$100 _____
Broadcast Bundle (world market broadcast, companion website, and home video/DVD)	\$150 _____

Merchandise (posters, postcards, greeting cards, calendars, clothing, etc.)

Under 10,000 items	\$20 _____
10,001-50,000 items	\$35 _____
over 50,000 items	\$50 _____

Periodicals/Serials (Magazines, Newspapers, Journals, etc.)

Under 5,000 circulation/electronic subscription	\$15 _____
5,001- 25,000 circulation/electronic subscription	\$25 _____
25,001-50,000 circulation/electronic subscription	\$50 _____
50,001-100,000 circulation/electronic subscription	\$75 _____
over 100,000 circulation/electronic subscription	\$100 _____

Published Advertisements

Regional market (one advertisement)	\$75 _____
U. S. market (one advertisement)	\$100 _____
World market (one advertisement)	\$200 _____

Public display (lobbies, restaurants, businesses, etc.)

\$25.00 \_\_\_\_\_

Web site use

\$50.00 \_\_\_\_\_

**Audiovisual**

Use fee will be determined by the number of seconds.

\$20 per second \_\_\_\_\_

(Please record the number of seconds used)